

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



April 9, 1984

ALL-COUNTY INFORMATION NOTICE I- 32-84

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: OFFICE OF REFUGEE RESETTLEMENT STATEMENT OF PROGRAM GOALS,  
PRIORITIES AND STANDARDS

REFERENCE:

Enclosed for your information is the Federal Office of Refugee Resettlement's revised statement of Program Goals, Priorities and Standards which we received this week. Office of Refugee Services has asked for clarification on several issues, and will be keeping you informed regarding the potentially major changes which this document may bring about.

A handwritten signature in cursive script, reading "Richard C. Baiz".

RICHARD C. BAIZ  
Deputy Director  
Government and Community Relations

Office of Refugee Resettlement  
Washington, D.C. 20201

March 1, 1984

MEMORANDUM FOR: - Administrator/Director -- State Agency  
Administering Refugee Resettlement  
Program and Cuban/Haitian Entrant Program

- State Refugee Coordinator

FROM: Phillip N. Hawkes  
Director, Office of Refugee Resettlement

SUBJECT: Revised ORR Statement of Program Goals, Priorities and  
Standards for the State-Administered Refugee  
Resettlement Program

The attached is a revision of the ORR Statement of Program Goals, Priorities and Standards as originally issued on August 16, 1982. The Statement is issued based on the authority of section 412(a)(6)(B) of the Refugee Act of 1980, as amended.

I believe that this statement will provide your State with guidance in focusing your efforts toward achieving the goals and objectives of the refugee resettlement program as mandated by Congress. The Statement should be observed by each State participating in the Refugee Resettlement Program and/or the Cuban-Haitian Entrant Program in order to be in compliance with those Programs.

Attachment

cc: Region ORR Directors

## OFFICE OF REFUGEE RESETTLEMENT

### STATEMENT OF PROGRAM GOALS, PRIORITIES AND STANDARDS

for

#### STATE-ADMINISTERED REFUGEE RESETTLEMENT PROGRAM

Authority: Section 412(a)(6)(B) of the Immigration and Nationality Act, added by the Refugee Act of 1980:

"As a condition for receiving assistance under this section, a State must...meet standards, goals, and priorities, developed by the Director [of the Office of Refugee Resettlement], which assure the effective resettlement of refugees and which promote their economic self-sufficiency as quickly as possible and the efficient provision of services."

To ensure the most effective possible resettlement of refugees in the United States, consistent with and as mandated by applicable provisions of the Refugee Act of 1980, the Office of Refugee Resettlement (ORR) has established the following program goals, priorities and standards applicable to the State-administered refugee resettlement program (RRP). These same goals, priorities and standards apply to the Cuban/Haitian Entrant Program if the State also participates in CHEP.

#### I. PROGRAM GOAL

The goal of the refugee resettlement program is to promote economic self-sufficiency within the shortest possible time after a refugee's entrance into the State, through the planned and coordinated use of support services, with cash and medical assistance as transitional aid where necessary, to achieve the self-sufficiency goal. Economic self-sufficiency is defined as gainful employment in non-subsidized jobs with at least 90-day retention and receipt of a wage adequate for the basic economic needs of the person and family without reliance on public assistance.

#### II. PROGRAM PRIORITIES

- (1) Instituting or strengthening systems linking the provision of cash and medical assistance to refugees with their willingness to accept employment or training designed to lead to employment, and strictly applying sanctions in cases where recipients refuse to register and/or accept appropriate employment, including entry-level and minimum wage jobs. For its part, ORR will emphasize efforts to ensure that States monitor refugee program administration and operations and apply sanctions as appropriate.

- (2) Focusing ORR-funded support services on the provision of those services which are determined to result in the earliest possible movement of the refugee from cash assistance to economic self-sufficiency. ORR identifies such services as employment services (counseling, job development, job placement and followup, etc.); English language skills (competency-based survival ESL, English as a Second Language, vocationally-oriented English), and social services related to employment to be provided within the scope of a development plan which coordinates the services appropriate to a given refugee's needs (i.e., case management). While ORR is willing to consider variances based on the specific circumstances of a State, it is expected that 85 percent of support services monies will be targeted for employment services and English language training. States need to ensure that services are available in a manner or at a time which does not prevent refugees from seeking or holding full-time employment.
- (3) Coordinating ORR-funded programs for refugees with non-ORR funded activities, including:
  - Federally-funded programs, including Department of State resettlement and placement grants administered by the voluntary agencies (VOLAGs) and other programs in which refugees are eligible to participate (e.g., programs operated by Departments of Health and Human Services, Labor, Education, Agriculture and the Small Business Administration). Joint planning on the use of funds is encouraged.
  - Job development and placement activities and training opportunities provided by the private sector - business and industry;
  - Support and service activities sponsored by the voluntary sector at the State or local level, including religious and civic organizations and consortia of voluntary agencies such as the United Way.
- (4) Contracting with refugee self-help groups (mutual assistance associations) for provision of services to refugees and consulting leaders of mutual assistance associations as advisers on program planning and policy matters.

### III. PROGRAM STANDARDS

#### A. Program Management Standards

- (1) Designation of a State Agency to administer or supervise the

Refugee Resettlement Program must be accompanied by assurances that the Agency's goals and objectives will not alter or infringe upon the goals and objectives of the RRP, as specified in the Refugee Act of 1980, as amended, and official issuances of the Director of the Office of Refugee Resettlement.

- (2) The State Agency shall provide adequate organizational leadership and administrative support for the State refugee resettlement program.
- (3) The State Agency shall assume program accountability for all aspects of the State RRP which the Agency directly administers or supervises. One measure of program accountability will be reflected in the Agency's efforts to develop inter-office or inter-agency agreement(s) with other State organizations which may be delegated responsibility for the following services under the RRP:
  - Cash assistance programs
  - Medical assistance programs
  - General assistance programs .
  - Refugee support services (e.g., employment services, English language training, other support services)
  - Unaccompanied children's programs
  - Health screening/treatment programs, including other special health projects not covered in the State Medicaid Plan.
- (4) The State shall have a written procedure or plan for regular monitoring of the RRP operations of its agencies and service providers, including periodic casefile reviews to assure compliance with ORR policies. The plan shall provide for reporting monitoring results to the cognizant ORR Regional Office on a regular basis.
- (5) The State Refugee Coordinator shall be responsible for the management and coordination of all aspects of the State RRP operation. The Coordinator shall allocate sufficient time to administer the program. If the Coordinator has responsibilities other than the RRP, and if the size and complexity of the program warrants full-time management, appropriate delegation shall be made to a full-time program manager/director who is responsible for the daily management of the State RRP, including his/her participation in activities arranged by ORR.
- (6) The State Refugee Coordinator shall be provided by the State Agency's Administrator with authority commensurate to the assigned level of responsibility, as mandated by the Refugee Act of 1980 and governed by State Plan regulations, program

instructions, guidelines and program priorities issued by the Director of the ORR. These authorities shall include the planning, design, implementation, operation, monitoring and evaluation of the State refugee resettlement program.

- (7) Unless the State has been granted a waiver for the establishment of a State Advisory Council, the composition, role, functions and activities of the Council must adhere to provisions of 45 CFR 400.9. The State Advisory Council should be involved in developing and preparing the State Plan and Plan amendments for the State refugee resettlement program. The Council should also be given the opportunity to make inputs to the State planning process for the RRP.

B. Program Service Standards

- (1) The State shall establish a process for periodic redetermination of recipient eligibility for refugee cash assistance (RCA), refugee medical assistance (RMA), and--where applicable--general assistance (GA) programs. The State redetermination periods for RCA, RMA, and GA cases shall not exceed those established under the State AFDC and Medicaid programs. A part of a redetermination review is to assess a recipient's efforts to participate in employment and training programs as well as his/her willingness to accept an appropriate offer of employment during a benefit period.
- (2) The primary objective of the State refugee employment services program shall be to target job development and job placement efforts to employable adult refugees who are (1) new arrivals; (2) current recipients of cash assistance; (3) unemployed time-expired refugees in an order of priority established by the State and concurred in by the Regional Director of ORR.
- (3) The State shall require ORR-supported employment service contractors/providers to project quantifiable outcomes in terms of the number of refugees who will be assisted to develop an employability plan and provided with employment counseling and job development, job referral, job placement and follow-up. Job placements shall be focussed on non-subsidized jobs with at least 90-day retention period and at the minimum wage or higher.
- (4) The State will require employment providers to show that obstacles to employment of hard-to-place groups among the clients are being addressed.
- (5) The State English language training program for refugees shall be developed and/or structured to increase basic survival language

proficiency, as opposed to academic language proficiency, and to increase employability skills of refugee participants (e.g., graduates from an English language training program will be able to acquire basic skills, understand basic instructions in the English language and will be able to comprehend and complete job applications, make interview appointments and to converse about past work experiences). Part-time English language training classes will generally be offered outside normal working hours to enable refugees to conduct job searches and to accept employment.

- (6) Vocational/skills training/education programs, when provided to refugees receiving cash assistance, shall be offered within the scope of a coordinated employability plan; the content of such training/education programs shall be determined by the responsible agency or agencies as reasonably suitable to the language capability and skill level of the recipients and the condition of the local job market.
- (7) Services other than employment services and English language training such as orientation, child care, information and referral, interpretation and translation, social and cultural adjustment-oriented activities, etc., shall be provided to refugees only if it is shown how such services contribute directly to economic self-sufficiency and effective resettlement.
- (8) Overall, the State shall produce both quantitative and qualitative outcomes for each program component of the RRP for the fiscal year. Subject to local economic conditions, the State shall establish job placement objectives targeted to the original cash assistance caseload identified at the beginning of the fiscal year. This objective should be derived from results of refugee economic self-sufficiency efforts through employment services provided by service providers and self-placements made by refugees.